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MEMORANDUM FOR THE RECORD

SUBJECT: NPIC [] Project and [] Comparator Project

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1. A meeting was held at the General Services Administration (GSA) 1030 hours on 5 August 1969 to discuss GSA's proposed scheduling for these two projects as well as the Agency's current required completion dates for the facilities.

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2. Present at the meeting were [] Chief, Design and Construction, GSA, Region 3; [] NPIC Support Staff; [] Design Branch, GSA, Region 3; [] Real Estate and Construction Division, OL.

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[] PROJECT

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[] outlined NPIC's operational requirements and the relative importance and urgency of the project, which NPIC is committed to having operational by July 1970. To achieve this date, NPIC needs the GSA [] contract completed by 15 November 1969.

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2. The combined project is now being prepared for bidding, with a schedule as follows:

- a. Contract award - 1 September 1969
- b. Notice to proceed - 12 September 1969
- c. Contract time - 60 days - for [] part of contract

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This will result in a [] completion date of approximately 15 November. However, there is no contingency for delays or slippage. [] indicated that GSA would examine the contract time to see if it could perhaps be reduced to 50 or 55 days, and they would also make every effort to issue the notice to proceed in less than 12 days after contract award.

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3. Both projects are going to bidders in a "single package." However, GSA will specify separate completion dates for each of the two major construction items and will establish separate liquidated damages for each item. The question of clearances for the successful contractor was discussed, and it was recognized that the necessary clearances would have to

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25X1A be expeditiously processed to avoid any delay to the successful bidder. The General Services Administration will include a sample clearance questionnaire in the bid package and appropriate instructions pertaining to security requirements. At our request, [] will designate an NPIC representative to attend the preconstruction conference to assist in seeing that security clearance procedures are understood and well handled. NPIC will make special efforts to see that necessary clearances are obtained rapidly to avoid delay of the contractor. It was also agreed that the contractor could submit his clearance requests incrementally, rather than waiting and having to submit them all at one time. 25X1A

4. The combined projects are being advertised to a selected list of bidders, and award will be based on sealed competitive bids. The General Services Administration does not contemplate negotiating the contract at this time. ?

25X1A [] COMPARATOR

25X1A 1. [] again outlined the operational characteristics of the project, its urgency and importance, advising that their required completion date for GSA's portion of the work is 15 March 1970. This is to permit the [] contractor approximately one month's required preparation time in the area, prior to the delivery of the equipment. The [] facility contractor is presently committed to a rather significant manpower effort at [] to support these preparation efforts. 25X1A 25X1A

25X1A 2. [] indicated that their staff presently had planned an eight months' construction time for the comparator, which, starting with a 12 September "notice to proceed" would result in a mid-May completion date. [] agreed that his staff will reexamine this contract time to determine whether or not it could realistically be reduced to 180 days or less. Apparently, one of the key aspects of the job is the requirement for fabrication of specialized raised floor components. 25X1A

3. The general comments concerning method of handling the contract mentioned under the [] project also applies to this job, i.e., security clearances, etc. 25X1A

4. In view of the complexity of the project and difficult deadlines on both these jobs, the desirability of having the schedule controlled by a contractor prepared and GSA approved CPM or Pert Network was discussed. [] mentioned they did not normally require CPM on projects under one million dollars; however, he indicated they would consider using it 25X1A

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on this project. It might be particularly useful should it be necessary to expedite any portion of the work to meet the required deadlines.

MYSCCELLANEOUS ACTION

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1. The Real Estate and Construction Division Project Engineer [] will keep in close touch [] and will obtain for RECD a copy of the GSA specifications, including contract schedule, special conditions, etc., as soon as one is available, we will review this to make certain that it adequately covers the essential points. He will also ascertain [] what the final GSA proposed comparator time schedule is.

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2. NPIC will have another look at the Comparator delivery date, when one of their representatives returns [] next week, to determine if any additional slippage in the delivery date is anticipated. If so, the information will be relayed to GSA to give them more "breathing room."

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3. If, during the construction phase for the Comparator project, the work is deemed to be not progressing satisfactorily, consideration will be given to a two-shift operation to expedite completion. It was recognized that this would result in increased costs.

4. Somewhere during the contract award phase, a cost review must be made to determine the funding status of these two projects regarding a possible underrun making funds available to expedite completion per the preceding paragraph.

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(7 August 1969)

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